

OTE 84-1104

29 June 1984

MEMORANDUM FOR: Chief, Career Management Staff, DA

FROM:

[redacted]
Acting Director of Training and Education

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SUBJECT: Shorthand Requirement for DA Secretaries

REFERENCE: Your Memo to DA Office Directors dtd
22 Jun 84, Same Subject

1. The Office of Training and Education (OTE) has reviewed the proposed policy statements on promotion, assignment, and position duties for senior secretaries. We are concerned that employees may be misled by some of these statements.

2. OTE's concern is related to the statements regarding promotion and assignment. Lack of shorthand skill should not preclude promotion. Since, however, employees lacking shorthand skills do not meet the required qualifications for a great majority of the senior secretarial positions, and they cannot be assigned to such positions, promotion is a nonproblem. The promotion and assignment paragraphs taken together are a bit of a "Catch 22."

3. We would suggest a paragraph dealing with alternatives for those without shorthand skills who seek career advancement. They can acquire the skill or look at assignment opportunities in the technical field, i.e., training, personnel, security, and Administrative Assistants etc.

4. If the proposed statements are formally issued as DDA policy, we also suggest that assignment and promotion be handled as one issue since the two are closely related and, under present regulations, promotions can only be approved for clerical employees in positions providing headroom.

5. If there are any questions regarding the above, please contact the undersigned on extension [redacted] on extension [redacted]

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C/PB/OTE/[redacted] (29Jun84)

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